



UNITED STATES GENERAL ACCOUNTING OFFICE  
 WASHINGTON REGIONAL OFFICE  
 FIFTH FLOOR  
 803 WEST BROAD STREET  
 FALLS CHURCH, VIRGINIA 22046

092910

JUL 14 1970

Commander, United States Naval  
 Ordnance Station  
 Department of the Navy  
 Indian Head, Maryland 20640

DLR 02205



Dear Sir:

We have made a review of the propriety of salary rates established for selected civilian employees of the United States Naval Ordnance Station for the period April 20, 1969, through April 18, 1970. We also examined into the effectiveness of time and attendance reporting procedures and controls at the installation during our review.

Our review of salary rates, which was made using statistical sampling techniques, included an examination and verification of rates of pay and personnel actions for the 26 pay periods covered by our review, and a limited amount of additional testing in other periods for specific types of transactions. Our review did not include an examination into the computation of biweekly salary payments, leave, travel, or other costs.

We found that generally the salary rates established for the selected employees were proper. Therefore, we are pleased to advise you that, in our opinion, your office is adequately administering the laws and regulations pertaining to the establishment of salary rates.

Our review of the time and attendance procedures and controls, which was made on a sample basis, disclosed that timekeepers and supervisors are aware of your time and attendance regulations and are satisfactorily fulfilling the time and attendance functions.

We wish to acknowledge the courtesies and cooperation extended to our representatives during the review.

Copies of this letter are being sent to the Director, Naval Area Audit Service, Falls Church, Virginia, and the Commander, Navy Accounting and Finance Center, Washington, D.C.

Sincerely yours,

*D. L. Scantlebury*

D. L. Scantlebury  
 Regional Manager

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WASHINGTON REGIONAL OFFICE  
FIFTH FLOOR  
803 WEST BROAD STREET  
FALLS CHURCH, VIRGINIA 22046**

**JUL 14 1970**

Director, Naval Area Audit Service  
Department of the Navy  
Box 131  
Falls Church, Virginia 22046

Dear Sir:

A copy of our letter to the Commander, United States Naval Ordnance Station, Indian Head, Maryland, is enclosed for your information. The letter contains the results of our review of the propriety of salary rates established for selected civilian employees at that installation for the period April 20, 1969, through April 18, 1970, and of our examination into the effectiveness of time and attendance reporting procedures and controls.

Sincerely yours,

  
D. L. Scantlebury  
Regional Manager

Enclosure



UNITED STATES GENERAL ACCOUNTING OFFICE  
WASHINGTON REGIONAL OFFICE  
FIFTH FLOOR  
803 WEST BROAD STREET  
FALLS CHURCH, VIRGINIA 22046

JUL 14 1970

Commander  
Navy Accounting and Finance Center  
Department of the Navy  
Washington, D.C. 20390

Dear Sir:

A copy of our letter to the Commander, United States Naval Ordnance Station, Indian Head, Maryland, is enclosed for your information. The letter contains the results of our review of the propriety of salary rates established for selected civilian employees at that installation for the period April 20, 1969, through April 18, 1970, and of our examination into the effectiveness of time and attendance reporting procedures and controls.

Sincerely yours,

A handwritten signature in cursive script that reads "D. L. Scantlebury".

D. L. Scantlebury  
Regional Manager

Enclosure